



SHOARS
STI/HIV Operations and Resource System

DHSP PARTNER REGISTRATION GUIDE

FOR PARTNERS WITH A STATE OF MICHIGAN EMAIL ADDRESS



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DHSP Partner,

Welcome to SHOARS! SHOARS is now the place to go to interact with the Division of HIV/STI Programs at the Michigan Department of Health and Human Services. To get started on your SHOARS journey, you will need to create a SHOARS profile – this guide is designed to take you step-by-step through the process to request SHOARS access, create a user profile, and access the services you need.

There are four distinct steps in creating your SHOARS profile.

1. Request access to SHOARS in MILogin
2. Create a user profile in SHOARS
3. Submit the “+ Request Access” form in SHOARS

Please follow this guide to successfully register for your SHOARS account. If you have any questions or difficulty, please reach out to the SHOARS team at

MDHHS-SHOARS-Support@michigan.gov

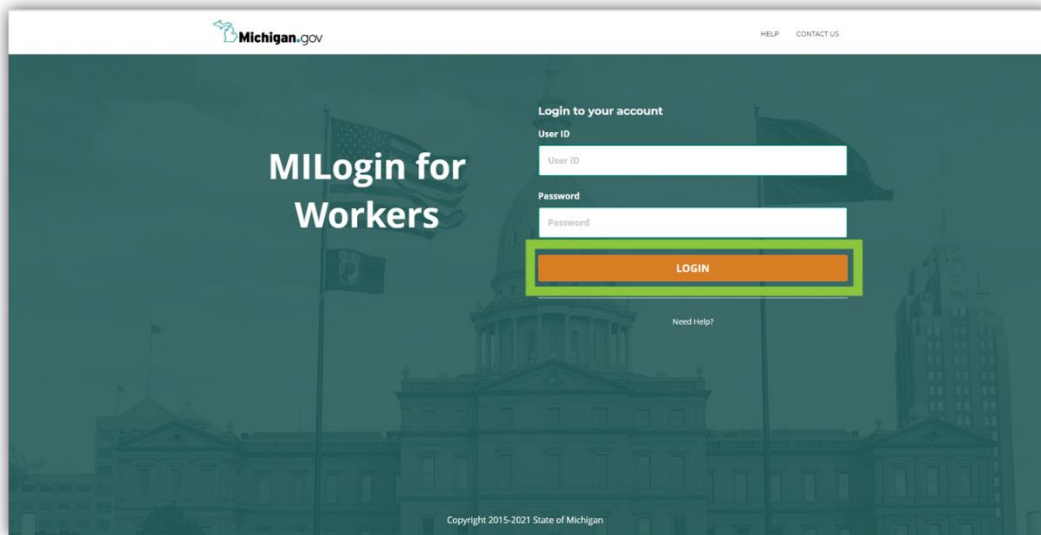
Thanks!

The SHOARS Team

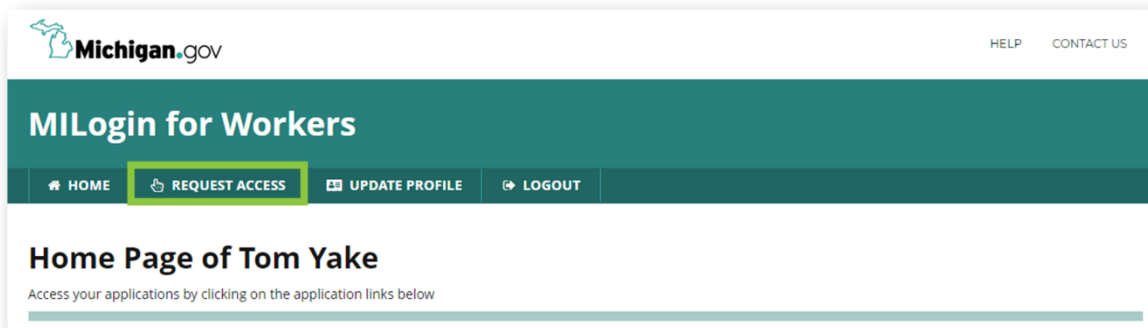
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STEP 1: REQUEST ACCESS TO SHOARS THROUGH MILOGIN

1. Navigate to the **MIlogin for Workers** (<https://miloginworker.michigan.gov/uisecure/selfservice>). Enter your credentials and select LOGIN.

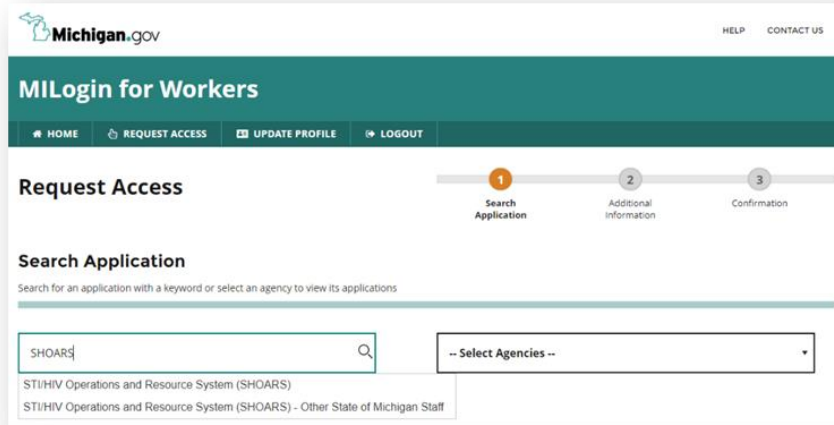


2. Once in MIlogin, select "REQUEST ACCESS" from the MIlogin ribbon.



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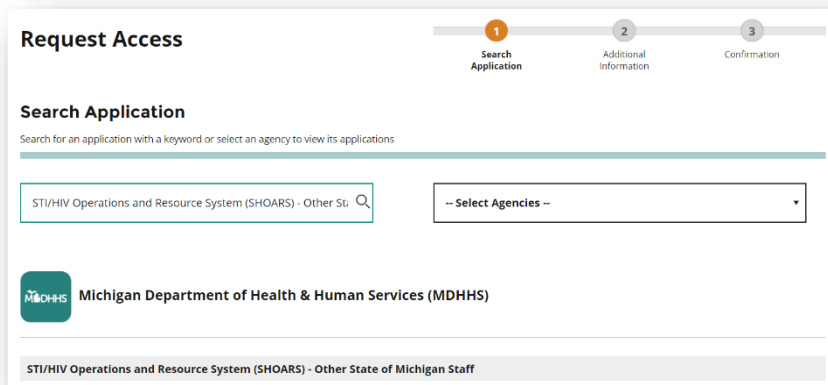
3. Search for **STI/HIV Operations and Resource System (SHOARS) – Other State of Michigan Staff** in the search application bar. Make sure the text exactly matches the name of the program. * Click on the name in the drop-down menu.



The screenshot shows the 'Request Access' page on the Michigan.gov website. The page has a green header with 'MILogin for Workers' and navigation links: HOME, REQUEST ACCESS, UPDATE PROFILE, and LOGOUT. A progress bar indicates three steps: 1. Search Application (active), 2. Additional Information, and 3. Confirmation. Under the 'Search Application' section, there is a search bar with 'SHOARS' entered and a dropdown menu showing two results: 'STI/HIV Operations and Resource System (SHOARS)' and 'STI/HIV Operations and Resource System (SHOARS) - Other State of Michigan Staff'.

**Other State of Michigan Staff version of SHOARS is for state employees that still work with the Division of HIV/STI Programs but are not part of the division. This is the external facing side of SHOARS designed specifically for non-divisions staff. You will only be able to complete what you need to do in SHOARS with the external version. Please select only this version of SHOARS.*

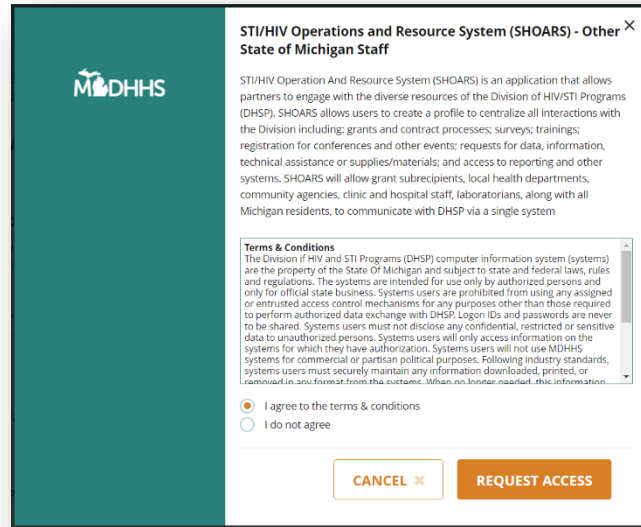
4. It will then appear under the Michigan Department of Health & Human Services (MDHHS) logo. Click on that.



The screenshot shows the 'Request Access' page on the Michigan.gov website. The page has a green header with 'MILogin for Workers' and navigation links: HOME, REQUEST ACCESS, UPDATE PROFILE, and LOGOUT. A progress bar indicates three steps: 1. Search Application (active), 2. Additional Information, and 3. Confirmation. Under the 'Search Application' section, there is a search bar with 'STI/HIV Operations and Resource System (SHOARS) - Other St.' entered and a dropdown menu showing one result: 'STI/HIV Operations and Resource System (SHOARS) - Other State of Michigan Staff'. Below the search bar, there is a section for the Michigan Department of Health & Human Services (MDHHS) logo and name.

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5. Agree to the terms and conditions to SHOARS by clicking on “Acknowledge/Agree.”



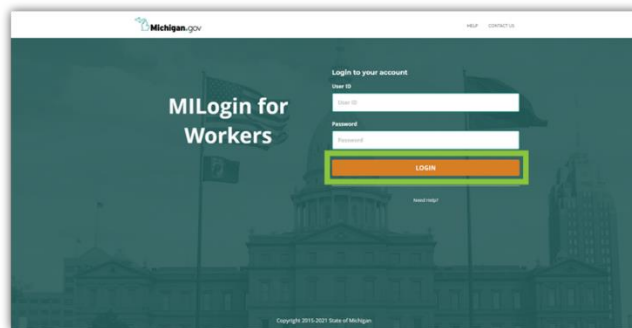
The screenshot shows a web form titled "STI/HIV Operations and Resource System (SHOARS) - Other X State of Michigan Staff". On the left is a teal sidebar with the "MDHHS" logo. The main content area has a heading "STI/HIV Operation And Resource System (SHOARS)" followed by a paragraph describing the system's purpose. Below this is a "Terms & Conditions" section with a scrollable text area containing legal disclaimers. At the bottom of the terms section are two radio buttons: "I agree to the terms & conditions" (which is selected) and "I do not agree". At the very bottom of the form are two buttons: "CANCEL" and "REQUEST ACCESS".

6. You will then be approved to have access to SHOARS. Please continue to use MILogin to access SHOARS every time you need to access the program.

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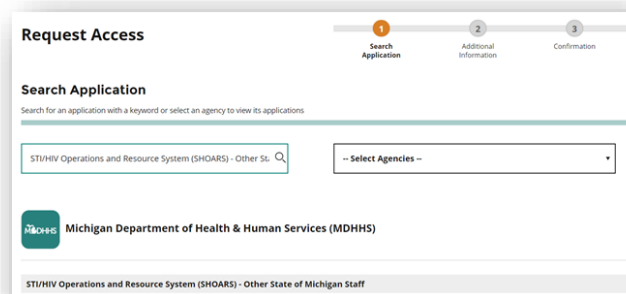
STEP 2: CREATE A USER PROFILE IN SHOARS

1. After you have been given access to SHOARS – you'll receive a confirmation email – return to the MILogin homepage for workers ([MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov)). Use the username and password you have created.



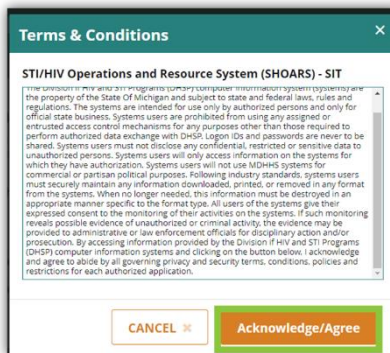
NOTE: You will return to this homepage to access SHOARS in the future. This is the webpage for SHOARS.

2. After you login through MILogin, you'll be taken to a list of all the programs you can access through the State of Michigan. Select STI/HIV Operations and Resource Systems (SHOARS) – Other State of Michigan Staff.



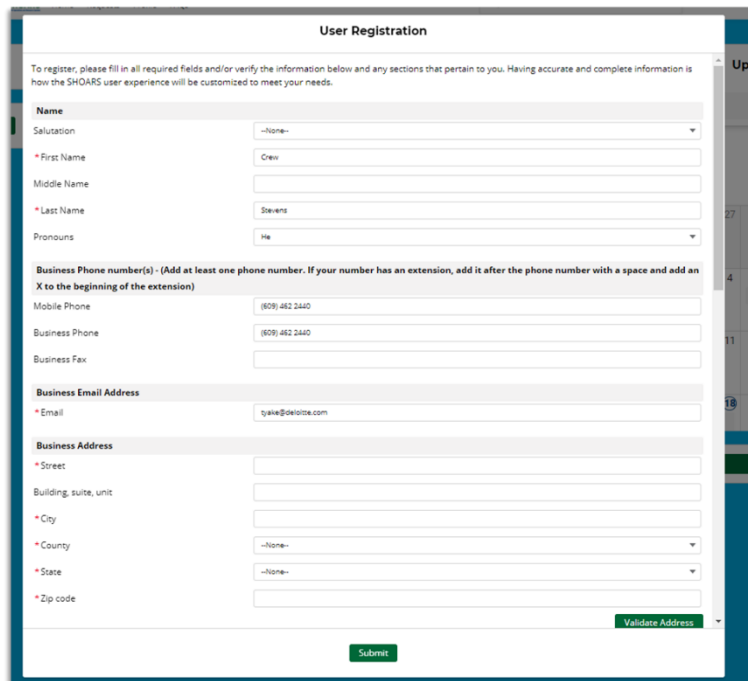
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3. Agree and acknowledge to the terms and conditions.



4. The first time you visit SHOARS, you will be asked to create a SHOARS user profile with DHSP-required information. This is to make sure that when you request something in SHOARS, DHSP can better serve you. The following information is required:

- a. First and last name
- b. Email Address
- c. Business/Affiliation name
- d. Business/Affiliation position
- e. Business/Affiliation address
- f. Identify the area you are involved

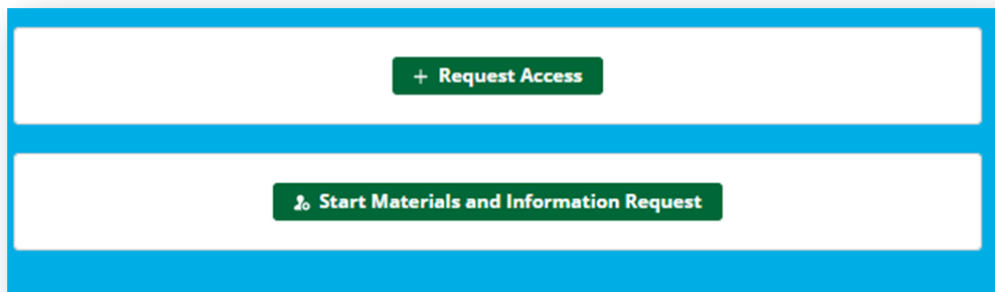


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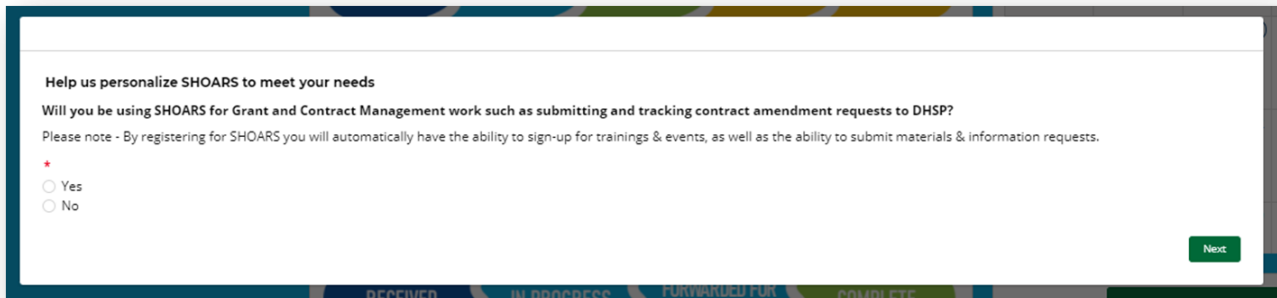
STEP 3: SUBMIT THE “+ REQUEST ACCESS” FORM IN SHOARS

NOTE: Anyone with SHOARS will have the access to to sign-up for trainings & events as well as can submit materials and information requests. If you need access to submit grant and contract management, please continue to request access as outlined in the next portion of our training.

1. Click “+ Request Access” to begin the process on gaining access to the Grants and Contract Management functionality of SHOARS.



2. Confirm you need SHOARS grants and contracts access.

A screenshot of a questionnaire form. The title is 'Help us personalize SHOARS to meet your needs'. The question is 'Will you be using SHOARS for Grant and Contract Management work such as submitting and tracking contract amendment requests to DHSP?'. Below the question is a note: 'Please note - By registering for SHOARS you will automatically have the ability to sign-up for trainings & events, as well as the ability to submit materials & information requests.' There are two radio button options: 'Yes' and 'No'. A red asterisk is next to the 'Yes' option. A green 'Next' button is in the bottom right corner. At the bottom of the form, there is a progress bar with four stages: 'RECEIVED', 'IN PROGRESS', 'FORWARDED FOR REVIEW/REVISION', and 'COMPLETE'. The 'IN PROGRESS' stage is highlighted.

3. Complete the questionnaire based on your amendment-access level including if you are approver of agency representative. Your information must match what is linked to your name in EGrAMS to continue.